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| Editor's Name: |

**Revising and Editing Analysis Tool**

**Directions:**

Exchange papers with a partner; read through your partner’s paper carefully.

Identify grammatical errors as you read their paper that get in the way of understanding what is written.

Complete the worksheet below. Avoid "yes" or "no" answers to the questions; instead, make specific suggestions that will help your partner revise the paper effectively.

Once the worksheet has been completed, pass it back to your partner and discuss the points you’ve made. Keep in mind that the comments on the worksheet are suggestions by your partner and that you need to decide what to heed and change.

**Use three different colored pencils to underline the writer’s claims, evidence and commentary.**

**Worksheet**

1. What is the topic of the paper?

2. Has the writer addressed the task (persuasive essay, critical review, etc.)? Why or why not?

3. What do you think of the essay's title? If it's too general or bland, or if there isn't one, suggest a good one.

4. Is the opening paragraph interesting? Why or why not?

5. What is the thesis statement? Is it effectively stated? If not effective, what changes should the author make?

6. Are the topics introduced clearly? Suggest alternate phrasings. If there are any paragraphs for which you could not find a topic sentence, indicate the paragraph number.

7. Does each topic sentence relate clearly to the thesis? If not, highlight the topic sentences that seem out of place.

8. Which paragraph seems to have the most interesting and convincing details? Why? Make note of the paragraph for the author.

9. Has the writer used effective sources (i.e. to support, illustrate points made)? Where can support

(quotes, examples, facts, figures, etc.) be added? Where does the writer need to explain the

supporting details more clearly?

10. Is the support incorporated smoothly (and correctly) and explained so that the point or relevance is clear? Are citations correctly formatted using MLA/APA style?

11. Can you identify any fallacies (errors in belief) in the argument of the paper?

12. Has the writer provided a works cited list and used correct documentation conventions? Mark any references that are not documented properly.

13. What is the strongest part of the paper? Why?

14. What is the weakest part? Why?

15. What tone has the writer established in the essay (casual or formal? objective and dispassionate? conversational/colloquial)?

16. Does the paper end effectively?